

25X1A6a MEMORANDUM FOR: [REDACTED] Personnel 12 February 1962

FROM : DCC/OS/TR

SUBJECT : Telephone Procedure

1. This memorandum supersedes that part of Paragraph 2, Section IV, G (Telephone Procedures), Staff Instructions/[REDACTED] dated 15 December 1961 wherein the above cited reference states that "witting family members should be instructed to contact you through the office of CC/OS." Subject memorandum is changed only insofar as it applies to spouses of [REDACTED] staff members. Staff members may provide their spouses but not their children, maids, etc., with the [REDACTED] number to be used when necessary. If possible, spouses should memorize this number. If it is necessary to write the number it should not be included with the usual list of ready reference phone numbers. This number must not be identified with the staff member, and spouses should be cautioned not to reveal this number to any other person. This number is provided only as a convenience for the spouses and staff members. If any staff member because of his particular cover or other reasons, does not wish to provide his spouse with this number, he is at liberty to withhold same and follow the procedure outlined in Section IV, G, Paragraph 2, Staff Instructions/[REDACTED] dated 15 December 1961.

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